

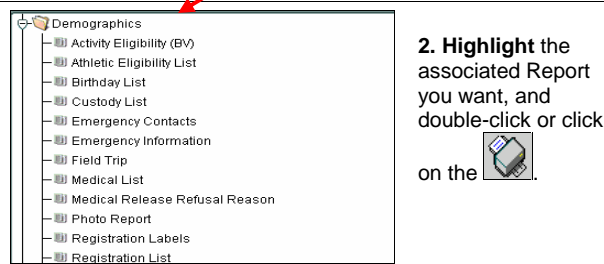
Running Reports with No Extract. . .


Click on the  icon in the START screen or use the Menu Path: Main Menu > Reports

The Reports window appears:

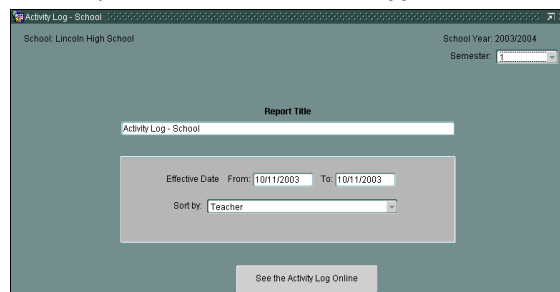


1. Click on Report Group to reveal a list of associated reports.




2. Highlight the associated Report you want, and double-click or click on the .


If the report does NOT require that an extract (of students) be run, a Parameter Form appears immediately.




3. Select the appropriate sorting or filtering options.

4. Click on the .

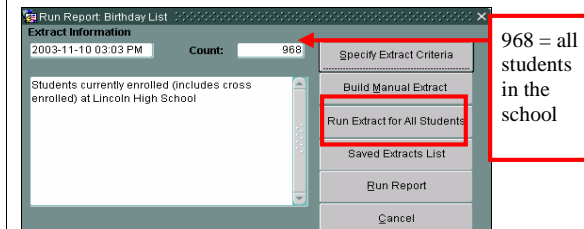
Running Reports with Full Extract. . .

Click on the  icon in the START screen or use the Menu Path: Main Menu > Reports - The Reports Window appears.

1. Click on a Report Group. In the list of Associated Reports, highlight the Report you want and double click

or click on the .

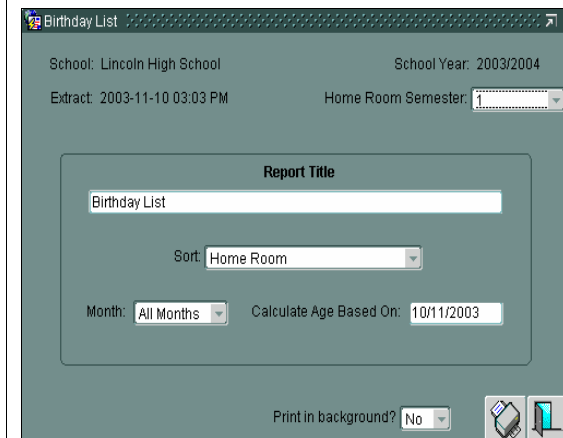
The Run Report: displays for the selected report.



968 = all students in the school

2. To run the report for all students in your school, click on the Run Extract for All Students then click Run Report.


The Parameter Form for the selected report appears.




3. Make the appropriate sorting / filtering selections.

4. Click on the .

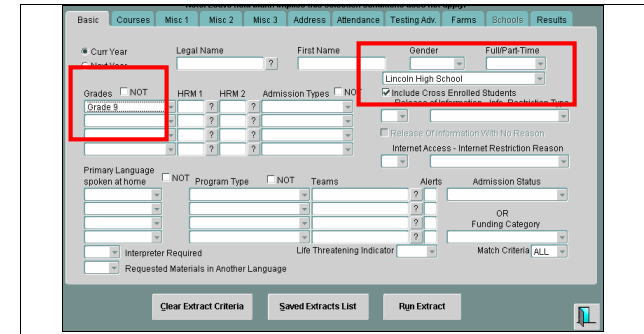
Running Report with a Specific Extract. . .

Click on the  icon in the START screen or use the Menu Path: Main Menu>Reports - The Reports Window appears.

1. Click on a Report Group. In the list of Associated Reports, highlight the Report you want - double click or click on .

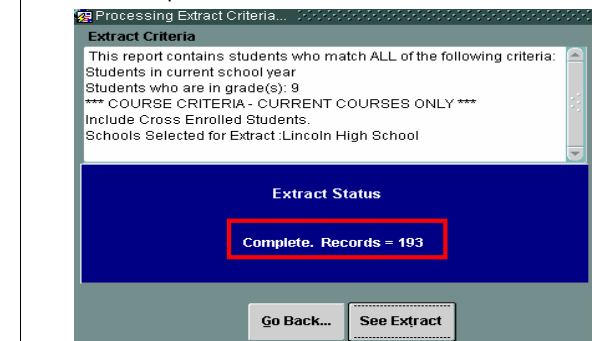
The Run Report: display for the selected report appears.

2. This time click on the Specify Extract Criteria button. The Demographic Extract window appears.



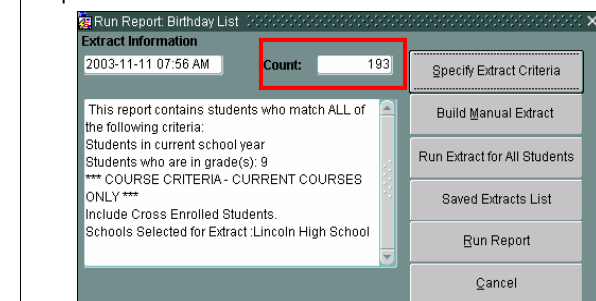
3. In these fields, choose the search criteria for a specific subgroup of students on which you wish to run your report.

4. Click on Run Extract and eSIS goes in search of those students. The Extract Criteria window indicates the criteria eSIS® looked for and how many students it found that fulfilled the search requirements.



5. To see the results (students who make up the count) select See Extract or Go Back... and exit from the Demo Extract.

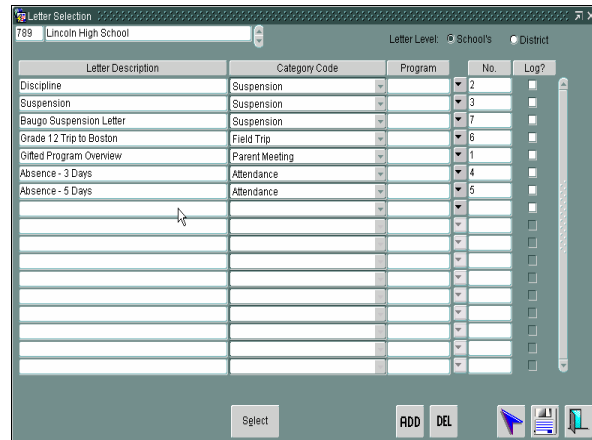
The Run Report: display appears again - but the number of students has changed to reflect the specific extract filters you requested.



6. Select the Run Report button to run your report.

Creating and Printing Letters. . .

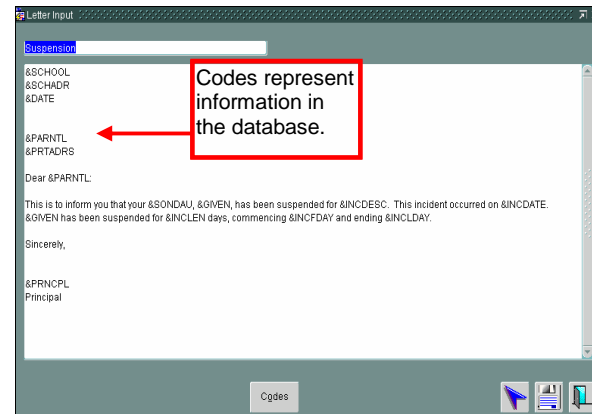
Letters may be set up through the Design Letters submenu within the School menu. Don't forget, the Company File has a Letters tab. In it you can set up letter category buckets for different functions within eSIS - Attendance, Incidents, etc.



Once you are in the Letters Selection screen, to create a form letter:

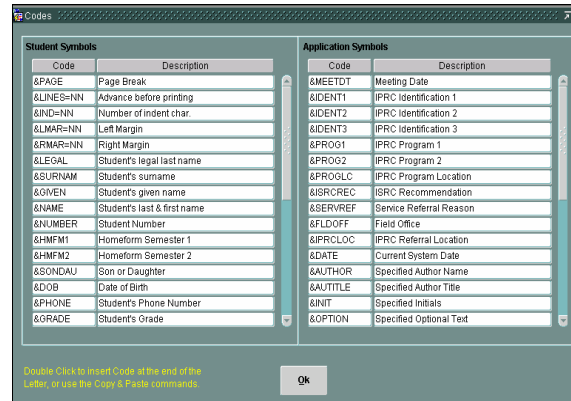
1. Click in the Letter Description on a new line or use the ADD button. Type a name for the new letter.
2. Select a category code.
3. Type in a unique number for the new letter.
4. Save the letter name and number by clicking on the button.

5. Highlight the new entry and click on the Select button. The Letters (Entry) window appears. In this window you can create a boilerplate letter inserting codes as required.



6. Codes inserted into your letter get their information from

the database as the letter prints. So position the cursor in the text and then click on the Cgdes button to display a list of codes available for insertion.

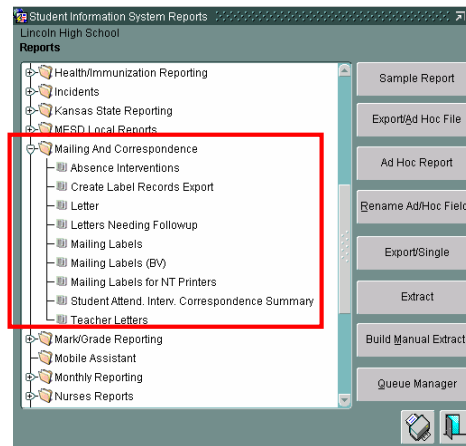


7. Highlight a Student Code or an Application Code and click on the Ok button. The code will appear in your letter.

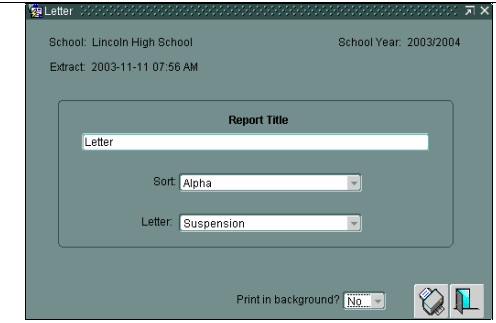
8. To save the letter, click on the button.

Printing a Design Letter . . .

1. Click on the Reports icon and go to the Mailing and Correspondence Report Group. Click on Letter and run an Demo Extract if necessary.



3. In the Letter parameter form, select the letter you wish to print.



4. Click on the button to print your selected letter(s).